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OFFICE OF THE CITY CLERK
OAKLAND

2014 JUN 12 PM 2:33

AGENDA REPORT

TO: FRED GLOVER-BLACKWELL
CITY ADMINISTRATOR

FROM: LaTonda Simmons
City Clerk

SUBJECT: Agenda Systems Upgrades

DATE: May 12, 2014

City Administrator
Approval

Date

6/9/14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Adopt A Resolution Waiving Advertising, Competitive bidding, The Competitive Request For Qualifications/Proposals (RFQ/P) Requirements And The City's L/SLBE Program, And Authorizing the City Administrator to Execute A Contract With Granicus, Inc. To Perform Software And Hardware Updates To The City's Agenda Management And Web Hosted Streaming Video Systems, And Add A Citizen's Participation Web Application, For One-Time Cost Not To Exceed Thirty-Two Thousand Dollars (\$32,000.00), And To Enter Into A Managed Services Contract With Granicus Inc. For Subscriptions To Web Hosted Services For Agenda Management, Streaming Video, And Public Participation In An Amount Not To Exceed Sixty-Nine Thousand One Hundred Eighty Six (\$69,186.00) Each Year For Three Years, With Two One-Year Options To Extend The Term of the Contract

EXECUTIVE SUMMARY

The City of Oakland utilizes Legistar 4.8 Electronic Agenda Management System (EAMS) for automation of the legislative processes for Oakland city council and council committee meetings. Legistar 4.8 has not been upgraded since purchase in 1997 and has reached the limits of its technical capacity. The City must preserve the scalable framework of our legislative workflow, legislative records of more than a decade, and provide better means of transparency and public participation consistent with City policy. The proposed contract will upgrade agenda management, video streaming and offer new public participation tools to better manage the City's legislative processes, increase transparency, and advance opportunities for more meaningful public participation.

OUTCOME

Adoption of the proposed resolution to upgrade agenda systems to Granicus 5.0, increases the technical capacity of agenda management systems and provides opportunity for similar applications for City of Oakland Boards and Commissions.

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BACKGROUND/LEGISLATIVE HISTORY

In 1997, the City Council authorized a contract with Daystar systems to install Legistar 4.8, an electronic agenda management system (EAMS), to manage the demands of the City's unique legislative workflow. Oakland's legislative workflow specifically requires issuance of multiple meeting agendas, on disparate timelines, with duplicate legislative matters across many agendas to meet Council approval procedures, and comply with all noticing requirements.

Legistar 4.8 was deployed in 2000. Further enhancements were implemented to provide for online posting of agenda reports in 2003, delivery of the "E-genda" packet in 2005, and on-demand streaming of council and committee meetings in 2007. The current system has amassed over 14 years of legislative history and, in key areas, has reached capacity limits for function and serviceability; thereby limiting the system's ability to cure errors and meet current technical citizen needs.

ANALYSIS

The current agenda management system manages a repository of over 20,000 legislative matters; accumulated over 14 years of utilization. In the last 5 years, access to materials has trended on an average of 1,230 legislative matters and 222 meeting notices annually. During this period, the Office of the City Clerk reduced agenda duplication costs over 77%, as citizen and city staff access shifted to online postings and paper agendas packets were eliminated to city departments.

Fiscal Year	Total Leg Items	Total Notices Produced	Annual Printing Costs	# of Agenda Packets
08-09	1400	243	\$ 104,204.00	50
09-10	1441	235	\$ 96,245.00	41
10-11	1237	207	\$ 61,250.00	40
11-12	1028	210	\$ 26,238.00	26
12-13	1049	216	\$ 23,901.00	25

At present, paper agenda packets are limited to City Officers as designated in Charter section 400 and the City's Main Library consistent with the Sunshine Ordinance as follows:

- 8 – Voting members of the legislative body
- 4 – City Attorney's office
- 4 – City Administrator's office
- 6 – Clerk's Office
- 3 – Office of the Mayor
- 1 – Main Library
- 26 Total

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The Granicus 5.0 upgrade will preserve the data within the repository, upgrade the functionality of the agenda management software, provide refinements in the posting and delivery of agenda content, resolve technical issues within the current system, and expand citizen participation. The Office of the City Clerk, with the assistance of the Department of Information Technology and the Office of the City Attorney, has negotiated an upgrade to the legislative management system. The negotiated contract will upgrade the EAMS from Legistar 4.8 to Granicus 5.0.

The upgrade to Granicus 5.0 provides administrative tools to further refine the production of agenda materials with new options for electronic agenda distribution. City Officers and members of the public can continue to receive all content electronically, and/or including formats supporting all iPads and mobile devices, which could result in further reductions to agenda duplication costs. Additionally, Granicus 5.0 will expand public participation by providing citizens the ability to comment on agendas and legislative matters, thereby enhancing the City's ability to gather feedback on policy proposals. Other technical features will allow Granicus to bridge to other electronic records repositories such as Laserfiche, an independent records repository system, to expand the amount of searchable legislative data in 2001 and earlier.

Section 2.04.050 of the Oakland Municipal Code ("OMC") requires advertising and competitive bidding where the cost of services, supplies or combination required by the City exceeds \$50,000.00. OMC Section 2.04.051 A. requires a competitive Request for Proposals/Qualifications (RFP/Q) selection process for professional services contracts. However, OMC Section 2.04.050 I permit the waiver of advertising and competitive bidding, and Section 2.04.051 B permits the waiver of the RFP/Q requirements, after a finding and determination by the City Council that it is in the best interests of the City to do so. The staff recommends that the Council find and determine that it is in the best interests of the City to waive advertising, bidding and the RFP/Q requirements as the most cost effective option to increase capacity and preserve system elements that alternatively would require significant and costly customizations with a new vendor to migrate the 14 year history and function according to Oakland's needs.

PUBLIC INTEREST

The Brown Act, the Public Records Act, and the Sunshine Ordinance ensure the public's right to access its government and participate in decision making processes. The City of Oakland is a "Sunshine" City and remains committed to extending transparency beyond the chambers of City Hall.

Oakland's legislative systems have served in a major capacity in promoting transparency and advancing public participation. In 2003, the Office of the City Clerk began posting meeting materials online, providing citizens 24-7 free access to agendas, agenda related materials, minutes, and adopted legislation. In 2007, the City of Oakland further broadened access to

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public meetings by implementing on-demand streaming video of City Council and Council Committee meetings.

Since implementation of on-demand streaming, citizen participation has increased substantially by expanding access to meetings to the convenience of the citizens. The table below shows analytics regarding public access to Granicus' streaming media for agenda content. As of fiscal year 2012-13, web analytics show public access to online postings of agenda materials have increased 15 times over the access levels of 2007. Fiscal year 2011-12 shows peak access at over 33 times the access rate of 2007.

Fiscal Year	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Online Access	1,599	5,520	8,630	23,012	53,472	24,648

COORDINATION

The Office of the City Clerk has coordinated all efforts to upgrade the Agenda Management system with the Department of Information Technology (DIT), KTOP, and the Office of the City Attorney. Upon execution of the contract, the City will finalize a project schedule with the vendor to migrate legislative data, provide systems testing, and go live with the new systems tools and features.

COST SUMMARY/IMPLICATIONS

Service Costs Itemization	Year 1	Year 2-3	Total
<i>One-Time Costs</i>			
Data Migration, Training, etc	\$32,000		\$32,000
<i>Ongoing Costs - Managed Services & Equipment</i>	\$69,186	\$138,372	\$207,558
Agenda Management - \$21,786			
Video Streaming - \$35,400			
Public Participation - \$12,000			
TOTAL			<u>\$239,558</u>

1. SOURCES OF FUNDING

KTOP (1760.63221.53719.0000000.IP13)	\$31,130	\$62,260
City Clerk (1010.03121.54919.A466310.IP14)	\$89,796	\$56,372

2. FISCAL IMPACT: \$239,558

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SUSTAINABLE OPPORTUNITIES

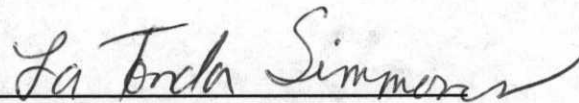
Economic: No sustainable economic opportunities are available

Environmental: Continuing reductions to agenda expenses will result in further “greening” of agenda processes and provide for more efficient and cost effective access to agenda materials and legislative records.

Social Equity: Posting of agenda materials and the expansion of public participation in a broader forum allows access to information and the ability to provide feedback to City leaders from any location. The sophistication of today’s web environment allows all citizens to submit public comment in advance of public meetings, provide early, and measureable inclusion of public opinion in Council deliberations to reach all citizens.

For questions regarding this report, please contact LaTonda Simmons, City Clerk, at (510) 238-3122

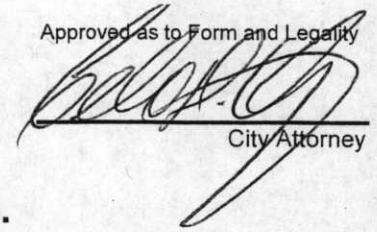
Respectfully submitted,



LATONDA SIMMONS
City Clerk, Office of the City Clerk

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL



City Attorney

2014 JUN 12 PM 2:34 RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION WAIVING ADVERTISING, COMPETITIVE BIDDING, COMPETITIVE SELECTION REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/Q) REQUIREMENTS AND THE CITY'S L/SLBE PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH GRANICUS, INC. TO PERFORM SOFTWARE AND HARDWARE UPDATES TO THE CITY'S AGENDA MANAGEMENT AND WEB HOSTED STREAMING VIDEO SYSTEMS, AND ADD A CITIZEN'S PARTICIPATION WEB APPLICATION, FOR ONE-TIME COST NOT TO EXCEED THIRTY-TWO THOUSAND DOLLARS (\$32,000.00), AND TO ENTER INTO A MANAGED SERVICES CONTRACT WITH GRANICUS INC. FOR SUBSCRIPTIONS TO WEB HOSTED SERVICES FOR AGENDA MANAGEMENT, STREAMING VIDEO, AND PUBLIC PARTICIPATION IN AN AMOUNT NOT TO EXCEED SIXTY-NINE THOUSAND ONE HUNDRED EIGHTY SIX (\$69,186.00) EACH YEAR FOR THREE YEARS, WITH TWO ONE YEAR OPTIONS TO EXTEND THE TERM OF THE CONTRACT

WHEREAS, the Office of the City Clerk, KTOP Television Station, and the Department of Information Technology have been working to update and improve the quality of services and expand access to City Council and Committee meetings and agenda content; and

WHEREAS, the upgrading and implementation of web based agenda management, video streaming; and public participation systems can improve public access, meaningfully increase public participation, and expand transparency; and

WHEREAS, the use of these web-based systems will provide City staff and Councilmembers more tools in engaging and measuring public feedback to foster an environment of collaboration with our citizens; and

WHEREAS, the City finds that the services provided pursuant to the agreement authorized hereunder is of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, the City lacks the technical resources, equipment and automated tools to accomplish this project; and

WHEREAS, the City finds that the contract with Granicus Inc. shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore; and

WHEREAS, the City has surveyed the availability of services of other vendors and has found that no comparable services inclusive of the specific bundled components is available; and

WHEREAS, Oakland Municipal Code (“OMC”) section 2.04.020.B requires Council approval of contracts for technology-related professional products or goods in excess of \$50,000; and

WHEREAS, OMC section 2.04.050.A requires the City Administrator to conduct advertising and bidding and award to the lowest responsible, responsive bidder for the purchase of products or goods, and OMC section 2.04.050.I.5 allows Council to waive advertising and bidding requirements upon a finding by the Council that it is in the best interest of the City to do so; and

WHEREAS, OMC section 2.04.051.A requires the City Administrator to conduct a request for proposals/qualifications (RFP/Q) process for professional services contracts in excess of \$25,000 and OMC section 2.04.051.B allows Council to waive the RFP/Q requirements upon a finding by the Council that it is in the best interest of the City to do so;

WHEREAS, City staff recommends waiving the advertising, competitive bidding, and RFP/Q requirements for this contract because as the most cost effective option to increase capacity and preserve system elements that alternatively would require significant and costly customizations with a new vendor to migrate the 14 year history and function according to Oakland’s needs; now, therefore be it

RESOLVED: That the City hereby finds and determines that: (1) pursuant to OMC section 2.04.050.I 5, and OMC section 2.04.051.A, and for the reasons stated above and in the City Administrator’s report accompanying this item, it is in the best interests of the City to waive the advertising, competitive bidding and the RFP/Q requirements and authorize the City Administrator to execute an agreement for subscriptions to web hosted services for Agenda management, streaming video hardware and software, and public participation software from Granicus, Inc. for a one-time cost not to exceed \$32,000; and (2) pursuant to Chapter 2.04, Article I, section 2.04.051, that it is in the best interests of the City to waive the requirement for an RFP or RFQ process, and therefore authorize the City Administrator to execute a contract with Granicus Inc. for technical and managed services; in annual amount not to exceed \$69,186 per year for 3 years, with 2 one-year options to extend the Agreement; and be it

FURTHER RESOLVED, That the City Administrator or designee is hereby authorized to execute and deliver any and all agreements, and is hereby authorized to approve any subsequent amendments to or extensions of said Agreement with the exception of those related to an increase in the contract price or the allocation of additional funds provided that such amendments or extensions shall be filed with the City Clerk's office; and be it;

FURTHER RESOLVED, That the contract shall be reviewed and approved by the City Attorney's Office for form and legality prior to execution, and a copy shall be placed on file with the City Clerk; and be it

FURTHER RESOLVED, That the funding for Granicus hosted-site services are allocated in the budgets of KTOP – IP13 and the Office of the City Clerk – IP14 and IP63 and were previously allocated within those budgets.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF and PRESIDENT KERNIGHAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California